



DEPARTMENT OF THE ARMY

2D BRIGADE, 1st ARMORED DIVISION

UNIT 23704

APO AE 09034-3704

REPLY TO
ATTENTION OF

AEVT-THO (100)

12 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 35, Equal Opportunity (EO) Complaint Procedures

1. REFERENCE:

- a. Army Regulation 600-20, Army Command Policy, 15 Jul 99.
- b. USAREUR Command Policy Letter 17, Preventing Discrimination and Sexual Harassment, 9 September 1996
- c. V Corps Policy Memorandum 2, Equal Opportunity Complaint Process, 30 April 1998
- d. 1st Armored Division Policy Memorandum 1-5, Equal Opportunity complaint Procedures, 1 June 1998

Purpose. To define procedures for submitting equal opportunity or sexual harassment complaints that alleged unlawful discrimination or unfair treatment on the basis of race, color, religion, gender or national origin.

3. APPLICABILITY.

a. The 2nd Brigade will provide equal opportunity and fair treatment without regard to race, color, gender, religion or national origin and provide an environment free from unlawful discrimination and offensive behavior. This policy-

- (1) Applies to soldiers (assigned or attached), family members and DA civilians of the 2nd Brigade.
- (2) Applies both on and off post, during duty and non-duty hours.
- (3) Applies to working, living and recreational environments (including both on and off-post housing).

4. RIGHTS AND RESPONSIBILITY.

a. Soldiers, family members and DA civilians have the right to:

- (1) Present a complaint to the command without fear of intimidation, reprisal or harassment.
- (2) Communicate with the commander concerning their complaints.
- (3) Receive assistance when submitting a complaint.
- (4) Receive training on the Army's Equal Opportunity complaint and appeals process.

b. Individuals are responsible for:

(1) Advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to resolve the issue.

(2) Submitting only legitimate complaints and exercising caution against unfounded or reckless charges.

c. While not required, it is recommended that the individual attempt to resolve a complaint by first informing the alleged offender that the behavior must stop.

d. Leaders will ensure that complainants are protected from reprisal.

5. POLICY.

a. Types of complaints.

(1) Informal complaint: Any complaint, which an individual does not wish to file in writing. Informal complaints may be resolved directly by the individual, through assistance from the commander or other third party mediation. An informal complaint is not subject to any timeline suspense nor is it reportable. This may be most appropriate for minor infractions when the complainant simply wants the behavior to stop. The informal complaint should be considered as important as the formal complaint. Leaders will follow up on informal complaints and keep the complainant informed until the complaint is resolved.

(2) Formal complaint: A complaint filed in writing and sworn to by the complainant as to the accuracy of the information using DA form 7279-R, Equal Opportunity Complaint Form, Apr 99. Formal complaints require specific actions, are subject to timelines and require documentation of actions taken.

b. Processing of EO complaints through the unit chain of command is strongly encouraged; however, it does not serve as the only channel available to soldiers to resolve complaints. Complainants retain the option of filing their complaint with alternative agencies. Each of these agencies provides expertise in specific subject areas. Commanders will not prevent soldiers from using these channels in accordance with the procedures established by each agency.

(1) Higher echelon of complainant's chain of command.

(2) 2nd Brigade Equal Opportunity Advisor (EOA)

(3) 1st Armored Division Inspector General

(4) 2nd Brigade Chaplain

(5) 222nd BSB Provost Marshal/ Criminal Investigation Division

(6) 222nd BSB Medical Agency Personnel

(7) 2nd Brigade Staff Judge Advocate

(8) 222nd BSB Chief, Community Housing Referral and Relocation Services Office

d. It is important that all soldiers, family members and DA civilians serving within 2nd Brigade are aware of the channels available for complaint resolution. I encourage you to allow your Chain of Command the opportunity to resolve your complaint, but I am committed to make my special staff available when needed. Equal Opportunity is everyone's program and a way of life for the great soldiers of the Iron Brigade.

AETV-THO (100)

SUBJECT: Command Policy #35, Equal Opportunity Complaint Procedures

6. This policy supersedes the previous policy, is effective immediately, and will be posted on all bulletin boards.

7. POC is SFC Mason, 2nd Brigade Equal Opportunity advisor at DSN 485-6510.

"IRON BRIGADE"

JOHN D. JOHNSON
COL, IN
Commanding

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